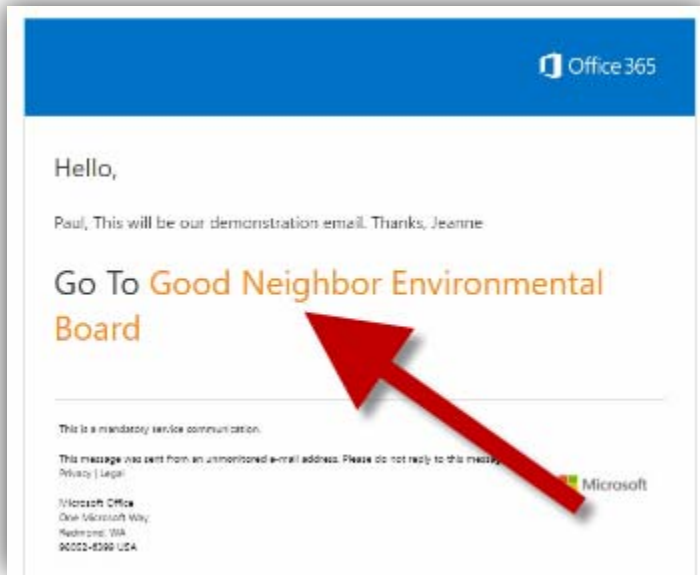
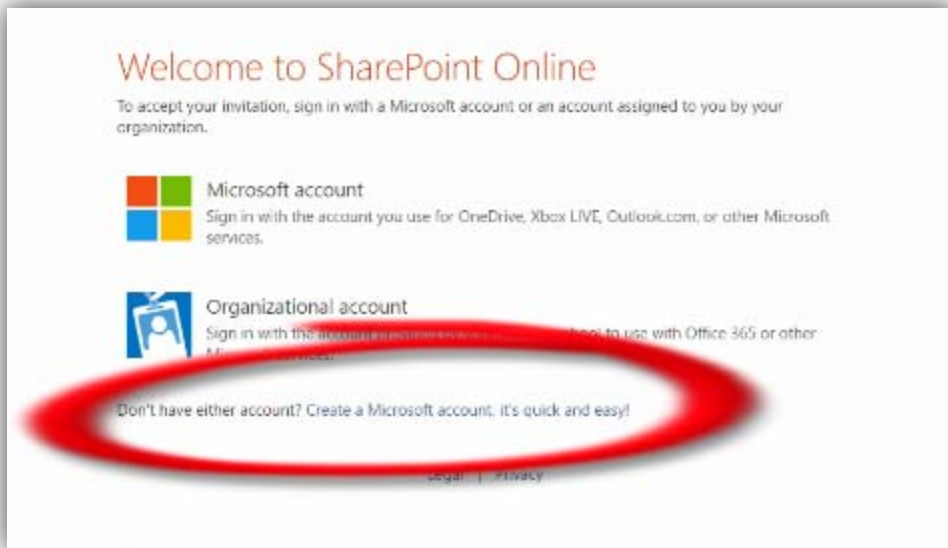


How to Gain Access to an EPA SharePoint Site – External Users

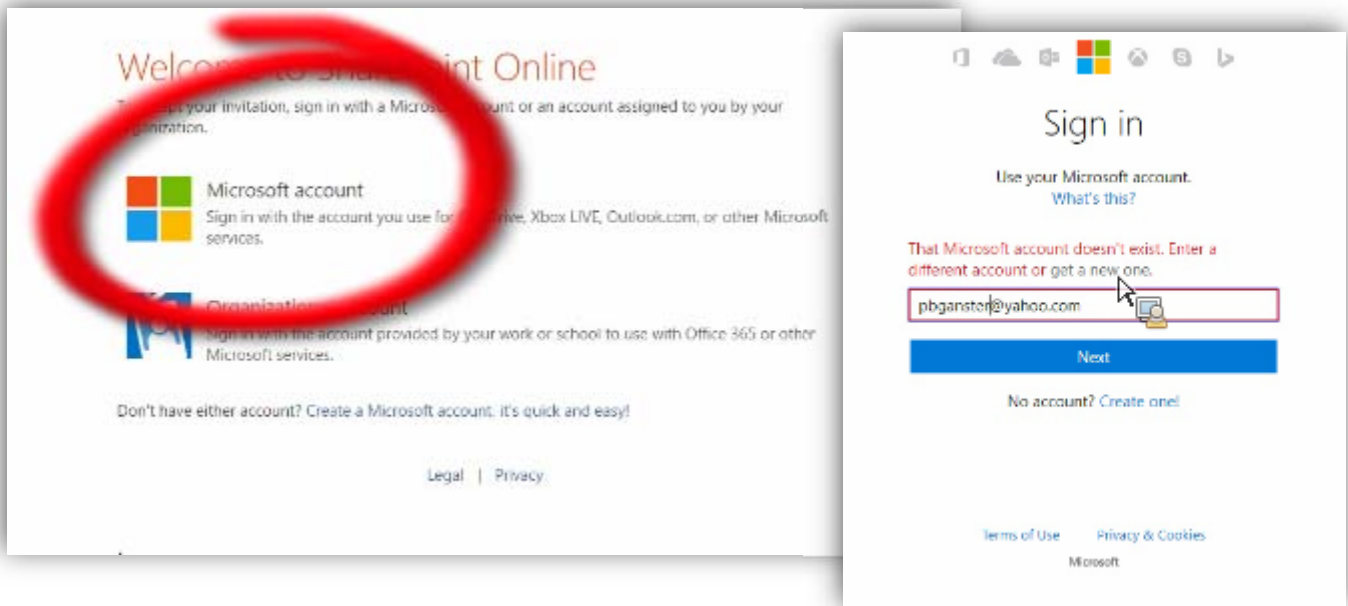
1. Click on the link in the email invite from SharePoint.



2. A page will pop up with Microsoft account options. If you are sure you have never used this email to create an account before, click on the bottom link that says "Create a Microsoft Account."



3. If you are unsure, you can click on “Microsoft Account” and type in your email address to see if you get an error.



4. When creating a new account, fill in the information requested. **USE YOUR WORK EMAIL ADDRESS.** This address has to match the invite. When you are done click “Create Account.”

Microsoft

Create an account

You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahoo! or Gmail. If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that account to [sign in](#).

First name Last name

User name Your name will appear on workers, family, and services you use.

[Get a new email address](#)

After you sign up, we'll send you a message with a link to verify this user name.

Password

8-character minimum; case sensitive

Reenter password

Country/region

Birthdate

Gender

Help us protect your info

Your phone number helps us keep your account secure.

Country code

Phone number

Before proceeding, we need to make sure a real person is creating this account.

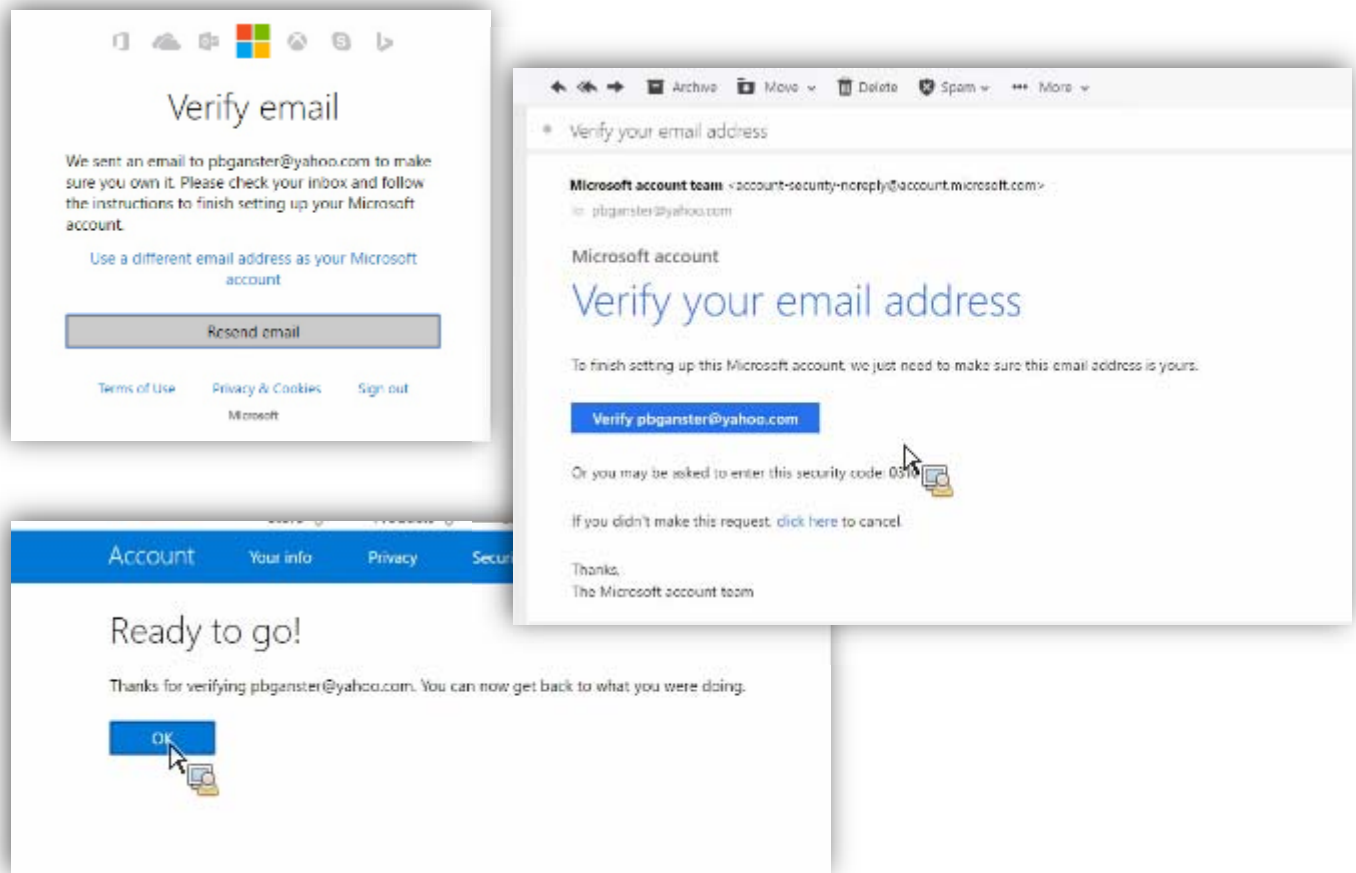
Enter the characters you see

☐ Send me promotional offers from Microsoft. You can unsubscribe at any time.

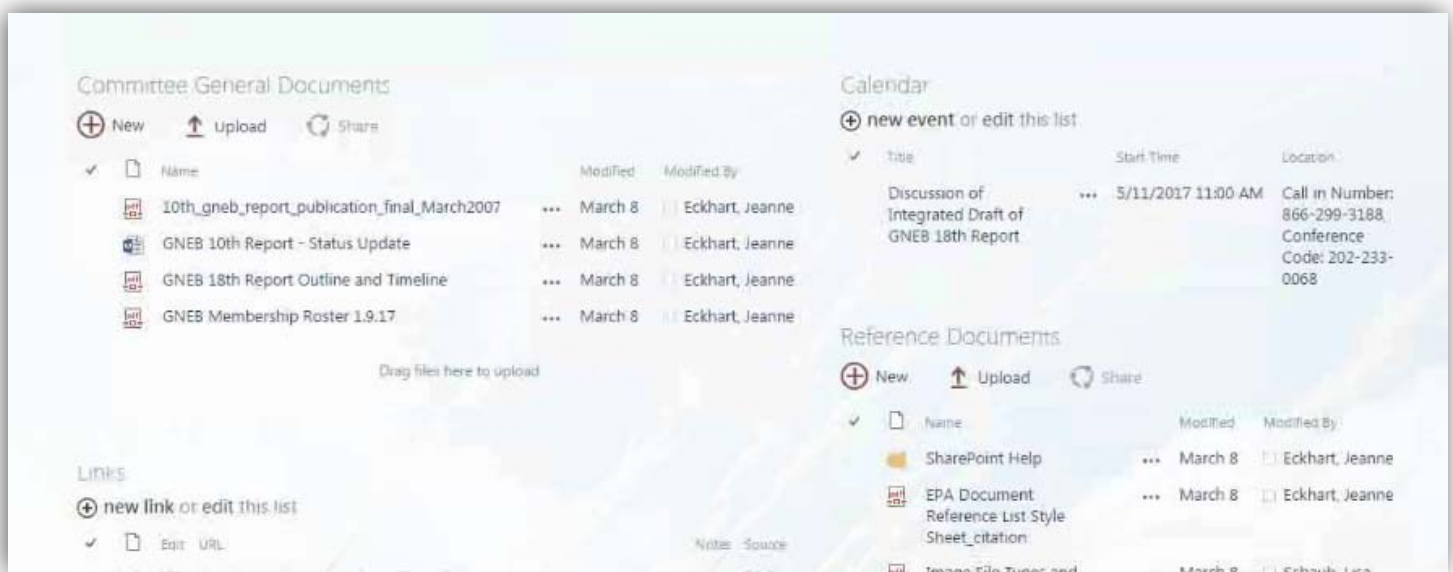
Clicking **Create account** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Create account

5. Confirm your email by clicking on the confirmation link from Microsoft (send to your email.)



6. Once confirmed, you should automatically be directed into the site. If not, re-try the link in the email.



7. Save the link in your favorites! Click the star on the top of your browser and then click "Add to favorites." Then, choose the name to save it as and click "Add." It will then be available when you click on the star.

